

FINAL

**THIRD TAXING DISTRICT
APRIL 19, 2005
REGULAR MEETING**

ATTENDANCE: David Brown, Chairman; Paul Coggin.

STAFF: George Leary, General Manager; Ron Scofield, District Clerk, John Stoops.

OTHERS: Attorney Larry Dennin

Chairman Brown called the meeting to order at 7:50 p.m.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

The following changes were made to the February 23, 2005 minutes: On page 1, under "Ownership of Fitch Park", under the second Motion, a comma (,) should be inserted after "Mr. Coggin moved"; and "for Larry Dennin" should be inserted after the word "counsel". On page 5, under "Annual Meeting Preparation", under the motion, the end of that sentence should read: "with format and financial changes as discussed".

**** MR. COGGIN MADE MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 23, 2005 MEETING AS AMENDED.**
**** CHAIRMAN BROWN SECONDED.**
**** MOTION PASSED UNANIMOUSLY.**

The following change was made to the March 7, 2005 minutes: On page 2, under "Annual Meeting Review", the word "the" that appears before "three appraisers" should be removed.

**** MR. COGGIN MADE MOTION TO APPROVE THE MINUTES OF THE MARCH 7, 2005 MEETING AS AMENDED.**
**** CHAIRMAN BROWN SECONDED.**
**** MOTION PASSED UNANIMOUSLY.**

The following information is in regard to the minutes of the March 21, 2005 meeting: On page 3, under "Fuel Charge", it was suggested that the second motion be removed (Mr. Stoops moved to recommend engaging a professional service ...). Mr. Stoops cannot make a motion. It was agreed to leave it as part of the minutes, just as a recommendation and not part of a motion, keep it as a draft, and table it to the next meeting.

**** MR. COGGIN MADE MOTION TO AMEND THE MINUTES OF THE MARCH 21, 2005 MEETING AS NOTED ABOVE, TO KEEP AS A DRAFT, AND TABLE IT FOR THE NEXT MEETING.**
**** CHAIRMAN BROWN SECONDED.**
**** MOTION PASSED UNANIMOUSLY.**

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- ** CHAIRMAN BROWN MADE MOTION TO MOVE TO ITEMS 5 THROUGH 10 ON THE AGENDA, BEFORE THE GENERAL MANAGER'S REPORT.**
- ** MR. COGGIN SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

PURCHASE OF PAPER AND ENVELOPES

Mr. Scofield reported that there were four bids submitted. Lindenmeyer-Munroe was the low bidder.

- ** MR. COGGIN MADE MOTION TO APPROVE PURCHASE OF STATIONERY FROM LINDENMEYER-MUNROE, THE LOW BIDDER AT \$2,583.50, AS RECOMMENDED BY MR. SCOFIELD IN HIS MEMO OF 4/15/2005.**
- ** CHAIRMAN BROWN SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

MAILING MACHINE LEASE

Mr. Scofield reported that the postage meter and inserter contract was reviewed. They were approached by Pitney Bowes for a demonstration. Mr. Leary attended the demonstration as well. They also had a demonstration by the present supplier, Advanced Mailing Solutions. The Advanced Mailing Solutions bid works out on lease payments of 6 months at \$453; and 54 months at \$578; and the Satori Bulk Mailer lease is 60 months at \$85. The total is \$39,030. Pitney Bowes comes in at \$34,200 after deducting the postal savings for a software package. Discussion ensued regarding Pitney Bowes being superior with regard to product and service time. They provide a written estimate of a 4 hour maximum service window. Mr. Stoops made a suggestion to outsource whenever possible.

- ** CHAIRMAN BROWN MADE MOTION TO APPROVE PITNEY BOWES LEASE FOR INSERTER MAILING MACHINE FOR \$34,200 AS RECOMMENDED BY MR. SCOFIELD IN HIS MEMO OF 4/15/05.**
- ** MR. COGGINS SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

Chairman Brown asked Mr. Scofield regarding why the Satori software is not compatible with Pace. Mr. Scofield explained that Pace is part of the billing process that stamps the bills, and that the double-sided printing is another issue. There is an option of eliminating the double-sided printing, but it would be at a tremendous expense to reinsert it at a later date if needed.

CONSTRUCTION MANAGER

Mr. Leary stated that there is nothing going on with Cemetery Circle. He said that he had received a quote from Robert Cavello, A.I.A., Principal; of Westview Group, LLC for \$115.00/hour with no amount of hours estimated. Mr. Coggin suggested that Mr. Leary look into other bids.

- ** CHAIRMAN BROWN MADE MOTION TO TABLE ITEM #7 (CONSTRUCTION MANAGER) TO NEXT MEETING WITH THE RECOMMENDATION THAT MR. LEARY GET OTHER PROPOSALS.**
- ** MOTION PASSED UNANIMOUSLY.**

FIREHOUSE APPRAISAL

Mr. Dennin referred to the three names listed on Mr. Leary's memo of April 11, 2005. Mr. Dennin had a high opinion of Mr. Kranz. Mr. Gold was the highest bidder and the third group had withdrawn.

- ** MR. COGGIN MADE MOTION TO APPROVE DAVID R. KRANZ & ASSOCIATES TO APPRAISE THE FAIR MARKET RENTAL OF THE PROPERTY AT 56 VAN ZANT STREET AS NOTED IN MR. LEARY'S MEMO OF 4/11/05.**
- ** CHAIRMAN BROWN SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

NORDEN GENERATOR FENCE

- ** CHAIRMAN BROWN MOVES TO APPROVE CONNECTICUT FENCEMEN TO COMPLETE THE FENCE AT NORDEN GENERATORS FOR \$2900 AS STATED IN MR. LEARY'S MEMO OF 4/15/05.**
- ** MR. COGGIN SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

The tree work has been sent out to bid separately. Mr. Coggin wanted the record to reflect that the trees need an adequate supply of water to survive. As the trees are expensive, it would be helpful if perhaps Spinnaker could run hoses for the trees.

APPRENTICE LINEWORKER PROGRAM

- ** CHAIRMAN BROWN MADE MOTION TO TABLE ITEM 10 (APPRENTICE LINEWORKER PROGRAM). MR. LEARY WILL REVIEW COMMISSIONER COGGIN'S NOTES. MR. LEARY WILL ALSO DIRECT SOLICITATION OF CANDIDATES FROM AREA VOCATIONAL SCHOOLS.**
- ** MR. COGGIN SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**
- ** CHAIRMAN BROWN MADE MOTION TO TABLE THE FOLLOWING ITEMS TO THE NEXT MEETING (5/9/05)**

- Item 3 GM Report**
- Item 4 Operating Reports**
- Item 11 Seasonal Intern**
- Item 12 Rate Structure**
- Item 13 Solar Update**
- Item 14 Priorities**

- ** MR. COGGIN SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

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Some discussion followed regarding the website. Mr. Stoops recommended that bill-payer be added to the website as a customer feature. The TDD function on the website is not used very often. Suggestion was made to have students from Norwalk Community College work on the website as a project.

Mr. Coggin stated that Mr. Leary had done a lot of work on the rate structure. Mr. Coggin had put in some hours on it as well and now the revenue can be mapped out. The model produces a revenue number that equals the current revenue number.

Mr. Coggin stated that preliminary discussions had taken place regarding the solar project. He had met with Mr. Mokay and Mr. Brown and said the City is looking to install some solar lighting on the rooftop of the concession at the beach and/or on the lights themselves.

**** MR. COGGIN MADE MOTION TO ADJOURN.**

**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Carolyn Marr
Telesco Secretarial Services